

## APPEL 2014 Application Checklist

### Applications accepted February 24 - May 23, 2014

#### Qualifications

**You must meet all qualifications prior to making application to the program.  
Call with questions: 501-682-5535**

#### Degree and GPA:

**Applicants must meet these minimum requirements at the time of application.**

- ☐ Applicants must hold at least a four-year degree with a minimum 2.50 GPA at graduation or a 2.75 in the last 60 hours of coursework completed. Beginning with applicants for APPEL 2015 the new GPA requirement will be a minimum 2.70 at graduation or a 2.95 in the last 60 hours of coursework completed.

**Praxis Exams:** [www.ets.org](http://www.ets.org) click Praxis, click State Requirements, choose Arkansas, click Test Requirements

**It is required that Praxis exams are completed, meeting the state minimum required cut score, in advance of making application to the program. PLT is not required in advance of application. It is the exit exam for the program.**

- ☐ Applicants must take and pass all three parts (Reading, Writing and Math) of Praxis CORE (5751). If any part of Praxis I: Basic Skills (5750) was taken and passed prior to 9/1/13, these scores are acceptable for APPEL 2014. An applicant may choose to continue taking the part(s) of Praxis I: Basic Skills not previously passed OR may choose to take that part(s) of the new, Praxis CORE exam(s). Applicants who hold a master's degree conferred at the time of application may substitute a graduate-level exam in lieu of Praxis CORE. See the Praxis 2014-15 document under Related Files for details.
- ☐ Applicants must take and pass the Praxis II: Content Area exam(s) for the specific subject area(s) and grade level for which a license is being sought. Those seeking licensure in Middle Childhood 4-8 must take and pass at least two of the four available Praxis II middle school content exam(s).

#### Additional Coursework:

**For licensure specifically in the areas of Middle Childhood 4-8 and secondary Social Studies 7-12 additional college/university courses must be completed in advance of application.**

- ☐ At the time of application all Middle Childhood 4-8 applicants for any of the content areas (math, science, English, Social Studies) must have completed or be currently enrolled for the spring semester in a three hour Arkansas History course AND six hours of Methods of Teaching Reading courses. These courses must be completed with a "C" or better and a transcript showing completion submitted NO LATER THAN June 9, 2014.
- ☐ At the time of application all secondary Social Studies 7-12 applicants must have completed or be currently enrolled for the spring semester in a three hour Arkansas History course. This course must be completed with a "C" or better and a transcript showing completion submitted NO LATER THAN June 9, 2014.

**Background Checks:** [www.arkansased.org](http://www.arkansased.org) click Educator Licensure, click Background Check Requirements

- ☐ At the time of application all applicants must submit proof of starting the process for the required State, Federal and DHS background checks.

## **Documents**

**Make a copy of all items for your records**

### **Transcripts**

- ☐ Applicants must submit official transcripts from each college/university attended including the transcript showing the degree(s) conferred. Transcripts should be mailed directly to the applicant and the applicant should include the sealed transcripts in the application packet. Transcripts are also accepted via an online method (i.e., E-Script) if the transcript is requested by the applicant to be sent from the college/university directly to the APPEL Program Advisor by email at [ann.crosser@arkansas.gov](mailto:ann.crosser@arkansas.gov).

### **Praxis Scores**

Praxis scores are usually reported to ADE and uploaded to the AELS system. However, there are times when scores do not upload. Applicants should always save a copy of the online score report electronically or print the score report. ETS makes the score report available through the online account for 45 days.

- ☐ Applicants should submit a printed (from secure ETS account) or official (mailed from ETS) version of the passing score report(s) for the required Praxis: CORE OR Praxis I: Basic Skills (if taken prior to 9/1/13) exams with the application packet.
- ☐ Applicants should submit a printed (from secure ETS account or official (mailed from ETS) version of passing score report(s) for the Praxis II: Content Area(s) exam(s).

### **Background Checks**

Applicants can obtain the proper forms for the background checks through their local school district administrative offices or by requesting the background check packet be mailed. Call ADE at 501-682-4342 to request a packet. The original notarized ASP-122 form and completed fingerprint card and processing fees are to be mailed directly to the Arkansas State Police per the instructions on the form. The original notarized DHS Child Maltreatment Central Registry form and the processing fee is to be mailed directly to DHS per the instructions on the form.

- ☐ Applicants should submit a photocopy of the completed ASP-122 form, FBI fingerprint card and completed DHS Child Maltreatment Central Registry form as proof of background checks being in process. All three must clear before a participant is eligible for a teaching license.

### **Additional Coursework**

- ☐ If applicable, applicants must submit official proof from the college/university showing current enrollment and attendance for the Spring 2014 semester for all additional required courses with an official transcript showing completion to be submitted on or before June 9, 2014.
- ☐ Or, applicants must submit an official transcript(s) showing completion of all additional required coursework.

## Application

**Eligibility will not be considered until all documents and application are received in the APPEL office. Incomplete submissions will not be accepted.**

- ☐ Complete the APPEL Online Application [www.teacharkansas.org](http://www.teacharkansas.org) click APPEL (top left column) and click the APPEL Online Application link under Related Files (bottom right column)
- ☐ Print a copy of the application for your records (do not include in mailed packet)
- ☐ Submit the APPEL Online Application
- ☐ Mail the documents, postmarked on or before May 23, 2014, to:

### **APPEL 2014**

**4 Capitol Mall, Room 104-A**

**Little Rock, AR 72201**

## Post-Application

APPEL administrators will review the documents and the application and inform the applicant of their acceptance status.

Within 7-10 business days of receipt of all documents and application, approved applicants will:

- ☐ Receive an email with a username and password to the APPEL ATLAS account to access the APPEL acceptance letter and Employment Eligibility Form.
  - ☐ Receive a second email with the TENTATIVE site assignment showing where participants will attend summer (in June) and monthly (one per month) APPEL modules.
- and
- ☐ Information about the site and the names of the APPEL Site Facilitators. Applicants will meet the facilitators and pick up detailed information about the site on orientation day.

and

- ☐ Details about the APPEL Orientation meeting held in Little Rock and how to register for orientation.

### **Denied applicants will:**

- ☐ Receive a Letter of Deficiency (via email) outlining the reasons(s) for non-acceptance. Admission to APPEL is dependent on completion of the deficiencies listed. ALL deficient materials are due in the APPEL office NO LATER THAN May 23, 2014 in order to meet admission requirements and be accepted to the program.

